

## NEW VENDOR SPACE REGISTRATION

**Handmade Items Only !**

### WILLOUGHBY HILLS CRAFT SHOW

**Saturday, March 29, 2014**

**10:00 am – 4:00 pm**

**Willoughby Hills Community Center, 35400 Chardon Rd.**

**Fee: \$40/\$45 per vendor space:** One space consists of (1) 8' x 2.5' table, 2 chairs, and the area directly behind the table (approx. 4' deep).

**This show will once again be expanded on the main level of the Community Center (\$45/space), as well as the Lower Level (\$40/space) to adequately space our vendors.**

**Set Up:**

Friday, March 28<sup>th</sup>, from 2:00 pm to 5:00 pm

**OR**

Saturday, March 29<sup>th</sup> at 8:00 am

**Please complete the form below and return with registration fee of \$40.00 or \$45.00 (non-refundable).**

**A space confirmation will be mailed to you in early March. If all spaces become sold out and we are unable to accommodate you, your check will be refunded to you.**

**For more information:**

**Recreation Department – (440) 975-3540**

**[recreation@willoughbyhills-oh.gov](mailto:recreation@willoughbyhills-oh.gov)**

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Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State/Zip \_\_\_\_\_ Email \_\_\_\_\_

Set up Time (**check one**): \_\_\_\_\_ Friday, March 28<sup>th</sup>, from 2:00 pm to 5:00 pm

\_\_\_\_\_ Saturday, March 29<sup>th</sup> at 8:00 am

Description of items for sale (**Only Handmade Items Will Be Accepted**) \_\_\_\_\_

Space # assigned: \_\_\_\_\_

Electricity needed: Yes \_\_\_\_\_ No \_\_\_\_\_

Please mail check or money order payable to: **City of Willoughby Hills** to:

**City of Willoughby Hills Recreation / Craft Show**

**35405 Chardon Rd**

**Willoughby Hills, OH 44094**

**Note:** We cannot guarantee electricity or wall spaces, as a limited number are available. Vendor is responsible for supplying extension cords, etc. Displays must be clean, orderly & professional. All display equipment & crafts must fit within your assigned space, not in front of or next to your assigned space. No exceptions, please.